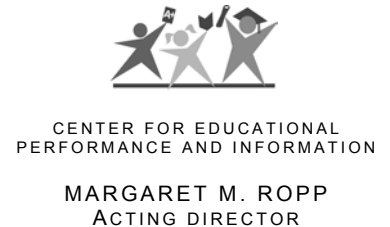




STATE OF MICHIGAN  
OFFICE OF THE STATE BUDGET  
LANSING



JENNIFER M. GRANHOLM  
GOVERNOR

MARGARET M. ROPP  
ACTING DIRECTOR

July 28, 2004

MEMORANDUM:

TO: LEA school district superintendents and public school academy directors

FROM: Margaret M. Ropp, Ph.D., acting director, Center for Educational Performance and Information

Jeremy Hughes, Ph.D., chief academic officer/deputy superintendent, Michigan Department of Education

SUBJECT: Graduation and Dropout Rates for School Year 2002-2003

In a memo dated June 16, 2004, school districts were reminded of the importance of submitting complete and accurate data in the Single Record Student Database (SRSD) and were also informed about graduation and dropout rate calculations. The 2002-2003 SRSD data submitted by districts were of uneven quality, and the Center for Educational Performance and Information (CEPI) Advisory Committee and the Michigan Department of Education tentatively approved a plan to substitute the average of the three previous years of Education Data Network (EDN) data for the 2002-2003 rates.

However, based on feedback from districts regarding the methodology of using an average as substitute data, the following decisions were made to allow districts to review, correct and submit final data:

- 1) The SRSD data will be used to pre-populate the familiar EDN IM-4203 Pupil Headcount Report to generate a 2002-2003 graduation and dropout rate report. School districts will be provided with a window of opportunity to enter the EDN application online to review and correct the data to produce an accurate graduation and dropout rate. The corrected EDN data will be used as the 2002-2003 graduation and dropout rate data for the Adequate Yearly Progress (AYP) calculations used in the Michigan School Report Card for high schools, as well as for the separate report submitted to the Michigan Legislature.
- 2) The active windows for the EDN IM-4203 Pupil Headcount Report data correction and submission and the Michigan School Report Card appeal process for high schools will run in parallel. The Michigan School Report Card will show no graduation rates for the AYP calculation **until** the graduation and dropout data are submitted by districts via the EDN IM-4203 Pupil Headcount Report. After districts submit data through the EDN, the resulting graduation rate will be included in the Michigan School Report Card.

**This will be the only opportunity for districts to correct their data. When the EDN correction window is closed, districts will not be able to change the graduation and dropout rates for 2002-2003.**

The EDN IM-4203 Pupil Headcount Report data correction/submission window is scheduled to be open from August 16 through August 31, 2004 to correct 2002-2003 data. The Michigan School Report Card appeal window is scheduled for opening later in August and will run concurrently with the EDN IM-4203 Pupil Headcount Report data correction/submission period. In the next few days, we plan to send a follow-up letter to you that will provide more detailed directions for obtaining access to the EDN system and correcting data. Please notify the individual(s) at your district who will be responsible for reviewing and correcting the EDN IM-4203 pupil headcount data and make sure they receive the detailed directions when they arrive.

If you have questions prior to your receipt of the detailed instructions, please contact the DIT Client Service Center via e-mail at [Help-Desk@michigan.gov](mailto:Help-Desk@michigan.gov) or call 517-335-0505. Please provide your name, district code, and district name, your telephone number (including area code and extension), your e-mail address and your specific questions.

cc: ISD superintendents  
PSA authorizers